PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: **Distribution** **Date:** May 1, 1997

From: **S. Laffoon**

Subject: **LIMS Team Meeting Minutes for 5/1/97**

Attendees: C. Ament, E. Carmines, S. Laffoon, D. Lisbon, R. Lipps, F. Logan, J. Sampson, J. Wickham

Meeting Agenda:

1. Review Agenda
2. Old Business (Consultant Update)
3. QTP Team Meeting Update
4. Cox Staff Presentation Discussion
5. Responsibility Matrix
6. Team Progress Assessment
7. Milestone Celebration Discussion
8. Set next agenda

Business Conducted:

- R. Lipps prepared a purchase requisition for consulting services to be provided by Dr. Martin Goffman. J. Sampson wrote a cover memo and gave the memo, the purchase requisition, and the letter to the LIMS Team from Dr. Goffman, to Kent Koller. Kent then gave the information to Dick Cox. The request for consulting services has not been approved by Dr. Cox. Due to possible budget restrictions, the request may not be approved until the June/July time frame. If this is the case, then August will be the earliest date that the team can begin working with a consultant. It is also possible that our request for a consultant will be not approved at all, or approved but at a lower amount than we sought. Contingency plans for all possible scenarios will be discussed at the next meeting.
- J. Sampson reported the LIMS teams progress at the last QTP meeting. QTP stressed that the LIMS team keep the scope of implementation restricted to the pilot lab and research directorate. Approval was given to continue surveying all R&D labs and plan to include representatives from those areas in JAD sessions, with the understanding that implementation is currently restricted.
- The LIMS team will present at Dr. Cox's staff meeting on May 20. The presentation will focus on the team's milestones (timeline) and the benefits of using a consultant to guide the process.
- Progress was made on the lab instrumentation surveys, and will be completed as soon as specific contact personnel are available. The 3rd floor OC labs which were omitted from the original list will be surveyed.
- D. Lisbon presented the responsibility matrix, a tool for tracking action items. The template is available in the LIMS folder.

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- D. Lisbon provided a progress assessment of the LIMS team, including a review of the team history, the ingredients for a strong team, and the reasons that teams fail. His assessment was positive and the team appears to be on track.
- A milestone celebration was discussed. Tentative plans are for a lunch / meeting on May 22 at the Tobacco Company.

Action Items:

- J. Sampson and E. Carmines will brainstorm the Cox presentation in preparation for team input at the next meeting. Team members should email any suggestions to Jeff. D. Lisbon will provide guidelines for an effective persuasive presentation.
- S. Laffoon will survey the 3rd floor OC labs which were omitted from the original instrumentation survey list. Please email your completed lab surveys to Susan for consolidation.
- The next meeting was set for **5/8/97** at **1:00 pm** in **T2** with the following agenda:
    1. Review Agenda
    2. Review Action Items
    3. Labs / Equipment List
    4. Presentation to Cox Staff
    5. Discuss Contingency Plan
    6. Meeting Review
    7. Set Agenda for 5/15/97

Distribution:
Ament, C.
Carmines, E.
Good, B.
Lipps, R.
Lisbon, D.
Logan, F.
Sampson, J.
Wickham, J.

Source: https://www.industrydocuments.ucsf.edu/docs/sfcl0001